

Appendices

I: Sample Completeness Review Checklist

II: Sample Technical Plan Review Checklists

III: Sample BMP Review Checklists

IV: DEQ Plan Submitter's Checklist for Stormwater Management Plans

APPENDIX I

Virginia Stormwater Management Program Sample Plan Completeness Review Checklist

1. Applicant Contact Information

SWM Plan Submission Date_____ Notification Due Date_____

Project Name_____

Plan/Permit Number_____

Site Address_____

Applicant_____ Phone Number_____

Fax:_____ E-mail_____

Applicant Legal Address_____

Parcel ID/GPIN_____

Tax Map Number_____

Property Owner_____ Phone Number_____

Principal Designer_____ Phone Number_____

General Contractor_____ Phone Number_____

2. Plan Completeness Status

_____ Complete

_____ Incomplete

Legend:

✓ - Complete

Inc. - Incomplete

N/A - Not Applicable

3. Stormwater discharges

_____ Type(s) of stormwater discharge(s)

_____ Sheet flow, concentrated flow, etc.

_____ Residential, commercial, industrial, etc.

_____ Location(s) of stormwater discharges

_____ Outfalls

_____ Receiving stream(s) with Hydrologic Unit Codes and/or Local Watershed ID

_____ Karst terrain or other special features noted

_____ Predevelopment drainage areas

_____ Postdevelopment drainage areas

4. Narrative

_____ Description of current site conditions

_____ Description of final site conditions

_____ Other information provided and documented during the review process that addresses the current and final site conditions (if allowed by the VSMP authority)

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**Virginia Stormwater Management Program
Example Plan Completeness Review Checklist**

5. Proposed Stormwater Management Facilities

- _____ General Description
- _____ Mechanism through which the facilities will be operated and maintained after Construction (maintenance agreement or other document)
- _____ Number(s) and the type(s) of facilities
- _____ Location(s), including geographic coordinates
- _____ Acres treated (by facility)
- _____ Surface water or karst features into which each facility will discharge

6. Hydrologic and Hydraulic Computations

- _____ Hydrologic computations
- _____ Hydraulic computations
- _____ Runoff characteristics

7. Documentation and Calculations Verifying Compliance

- _____ Water Quality
- _____ Water Quantity

8. Map(s) of the Site

- _____ Existing and proposed topography
- _____ Contributing drainage areas
- _____ Existing streams, ponds, culverts, ditches, wetlands, other water bodies, and floodplains
- _____ Soil types
- _____ Geologic formations (if karst features are present in the area)
- _____ Forest cover and other vegetative areas
- _____ Current land use including existing structures, roads, and locations of known utilities and easements
- _____ Sufficient information on adjoining parcels to assess the impacts of stormwater from the site on these parcels
- _____ Limits of clearing and grading
- _____ Proposed drainage patterns on the site
- _____ Proposed buildings, roads, parking areas, utilities, and stormwater management facilities
- _____ Proposed land use with tabulation of the percentage of surface area to be adapted to various uses, including but not limited to planned locations of utilities, roads, and easements

9. Off-site Compliance

- _____ Letter of availability from the off-site provider if applicant intends to use off-site compliance options (per 9VAC25-870-63 or 9VAC25-870-66)

10. Plan Review Fee

- _____ The SWM plan review fee and fee form (if required with the stormwater management plan submission in accordance with 9VAC25-870-700 et seq.